

What is Mahara?

If you're wondering what Mahara or an e-portfolio is, why you might want one and what it can do for you, then read on - you're about to find out.

At the simplest level, Mahara is two things: an e-portfolio and a social networking system combined.

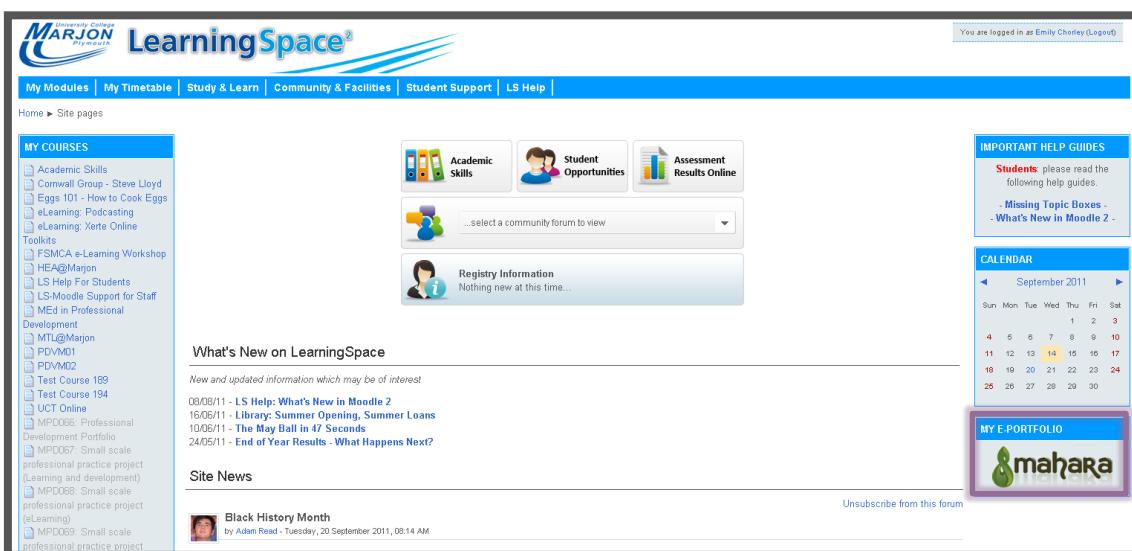
An e-portfolio is a system in which students can record 'evidence of learning' - such as essays, artwork or almost anything else that can be stored digitally. These things are known as artefacts in Mahara.

Social networking systems need little introduction - think MySpace, Facebook or Bebo. Basically, they provide a way for people to interact with their friends or peers and create online networks.

Mahara is much more than just a place to store files. Mahara also includes a journal tool, allowing students to record and reflect on their learning experiences.

Logging into Mahara

- ▶ Log into Learning Space using your usual username and password.
- ▶ On the homepage you will see a link to Mahara, click this link to begin working on your e-portfolio;



The screenshot shows the Learning Space homepage for the University of St Mark & St John. At the top, there is a navigation bar with links for 'My Modules', 'My Timetable', 'Study & Learn', 'Community & Facilities', 'Student Support', and 'LS Help'. The 'Study & Learn' link is highlighted. On the left, there is a sidebar titled 'MY COURSES' listing various modules like 'Academic Skills', 'Cornwall Group - Steve Lloyd', 'Eggs 101 - How to Cook Eggs', etc. The main content area features a 'What's New on LearningSpace' section with a list of recent news items. On the right, there are sections for 'IMPORTANT HELP GUIDES' (with links to 'Missing Topic Boxes' and 'What's New in Moodle 2'), a 'CALENDAR' for September 2011, and a 'MY E PORTFOLIO' section with a Mahara logo.

Note: The **only** way to access Mahara is via Learning Space – it is not possible to log in to Mahara directly.

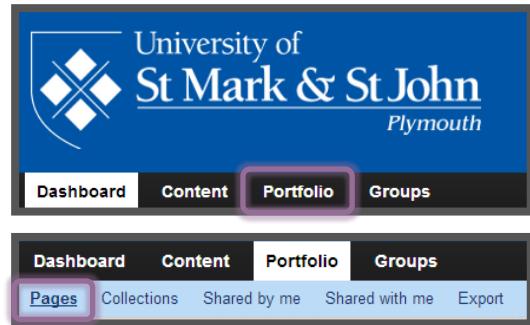
What is a page?

A page is a collection of resources that are presented together in one place which can be shared with other users. A page might take the form of a CV, reflective portfolio or a project presentation. Each Mahara user can create as many pages as they like.

A page is created by adding a collection of blocks to an empty portfolio page which will pull in your information to form the finished item. These blocks can include text, images, files, video, RSS feeds, journal entries and profile information. Once set up, the page can then be named and allocated its own access permissions – from an individual user, groups and even to external parties (such as an employer).

Creating a page

► Click on the 'Portfolio' tab at the top of the screen;



► Now click on 'Pages';

► Click on the 'Create Page' button in the top right;

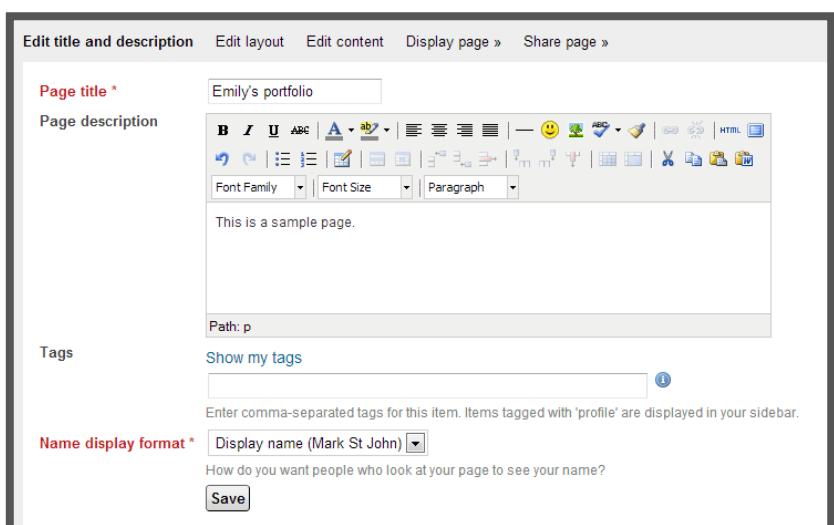


Naming and saving a page

► After clicking the 'create a page' button you will automatically be asked to fill in the 'Title and description' areas.

► Give your page a title and a description;

► Click on the **Save** button.



Page title *

Page description

Tags

Show my tags

Name display format *

How do you want people who look at your page to see your name?

Sharing a page

► Now select the tab that says 'Share page';



- ▶ Here you will be able to decide who can see your page;

Click on the [Share with other users and groups](#) link to select the users that you want to be able to see your page

Share with

[Add](#) Public
[Add](#) Logged-in users
[Add](#) Friends

Share with my institutions

[Add](#) Marjon Moodle

Share with my groups

[Add](#) All my groups
[Add](#) PHEC07

Share with users

[Share with other users and groups](#)

- ▶ Use the search box to find your tutor from the list of **users** and then click on the [Add](#) button next to their name;

▼ **Share with other users and groups**

Search [Users](#) [Read](#) [Go](#)

[Add](#) Adam Read 
[Add](#) Jake Read 

- ▶ Scroll to the bottom of the screen and click on [Save](#)
- ▶ Your page will now show in your portfolio list;

Share

Pages	Access list
Emily's ePortfolio	Atest Tutor (atutor)
UCP Marjon Research Conference - 09/07/2011	Public before 26/07/2013

Adjusting the layout of a page

- ▶ After logging into Mahara you will need to navigate back to your page, to do this click on the 'Portfolio' link;
- ▶ Click on the grey pencil icon next to the name of the page that you want to edit;

Dashboard Content Portfolio Groups

Pages

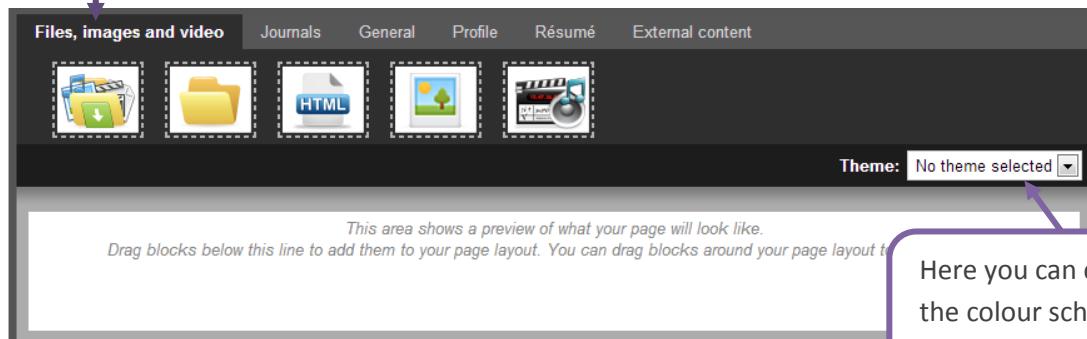
[Create page](#) [Copy a page](#)

Search: Title, description, tags [Search](#)

Dashboard page Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.	
Profile page Your profile page is what others see when they click on your name or profile picture.	
(2013/2014) BEd Early Years - Year 2 (Adam Read)	 
Emily's portfolio This is a sample page.	 

► You will now see a selection of options on the screen that allow you to add different types of content (*also known as artefacts*) to the page;

These tabs along the top will give you different options of things you can add to your page



Files, images and video Journals General Profile Résumé External content

Theme: No theme selected

This area shows a preview of what your page will look like.
Drag blocks below this line to add them to your page layout. You can drag blocks around your page layout to change their position.

Here you can change the colour scheme of your page

Adding content to your e-portfolio

You can now drag and drop blocks from the tabbed sections at the top of the page onto the blank area below to set up the layout of your page.

Contact information

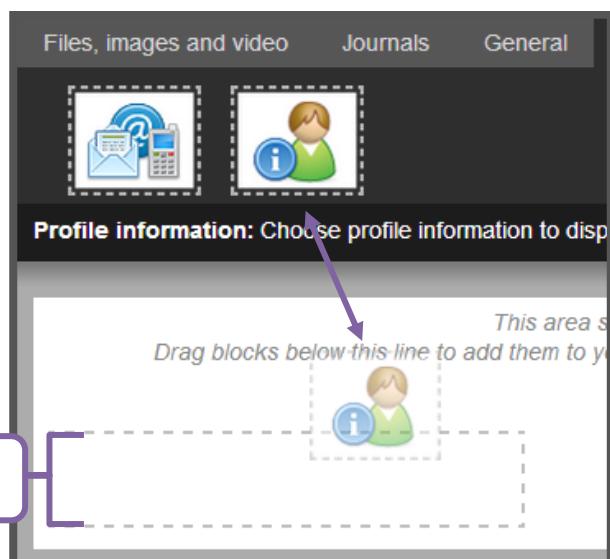
Adding blocks from the profile tab will allow you to add personal information about yourself, for example your name, date of birth, address, and email address.

► We will start to populate the page by adding some profile information – select Profile from the tabs;

Files, images and video Journals General **Profile** Résumé External content

► Drag the 'Profile Information' icon down onto the grey area. Before you let go of the mouse you will see a dotted line appear showing you where the information you are dragging will be placed. Let go of the mouse button when you are happy with the placement of your information;

Here is the dotted line



Files, images and video Journals General

Profile information: Choose profile information to display

This area shows a preview of what your page will look like.
Drag blocks below this line to add them to your page layout. You can drag blocks around your page layout to change their position.

- ▶ In the profile settings you can decide what you want to display about yourself.

Profile information: Configure

Block title: Profile information

Retractable:

Select to allow this block to be retracted when the header is clicked.

Automatically retract:

Select to automatically retract this block.

Fields to show:

- Country
- First name
- Industry
- Introduction
- Last name
- Occupation

- ▶ Simply select each of the checkboxes and radio buttons until you have the information that you require, and then click **Save**
- ▶ Your Profile block will now have been added to your page;

About me!

- First Name: Emily
- Last Name: Chorley
- Town: Plymouth
- Email Address: echorley@marjon.ac.uk

Note: Click on the x icon at the top right to delete unwanted blocks. Click on the cog icon if you want to open the block to edit it again;



Adding images and files

- ▶ Next we'll add an image to your page, select 'Files, images and video' from the tab menu and then drag and drop the 'Image' icon onto the grey area (to add a file select the 'File(s) to Download' icon);

Select the 'Files, images and video' tab here

Files, images and video

Image: A single image from your files area

Now drag and drop the image icon onto your page

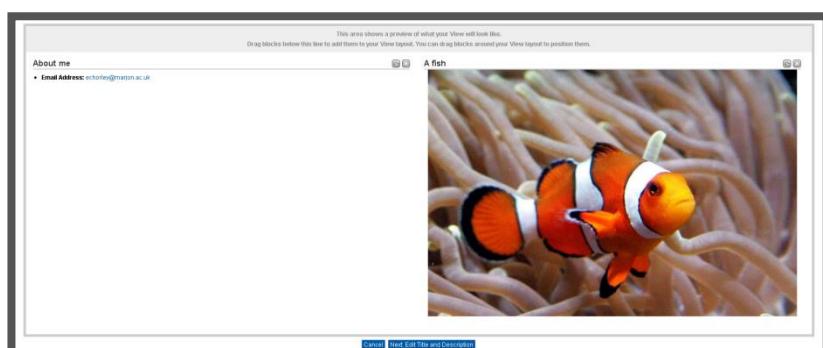
Profile information

- First name: Emily
- Last name: Chorley
- Email address: echorley@marjon.ac.uk

- Follow the steps in the next screen shot to upload an image;

1. Add a title
2. Check this box
3. Click on the browse button
4. Find the image that you want to upload and select it
5. Click 'Open'
6. Your image will now appear in your file list
7. Click 'Select'
8. Enter a width (300 is generally a good size)
9. Click 'Save'

- You will now have something similar to this;



Adding a YouTube video

Adding videos to your e-portfolio is a great way to make it more interesting, this is very easy to do once you know how.

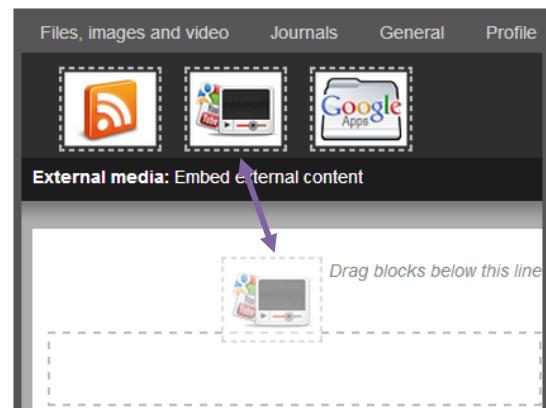
- ▶ To begin you will need to copy video URL. Open up YouTube in your web browser and find the video that you would like to add to your e-portfolio;



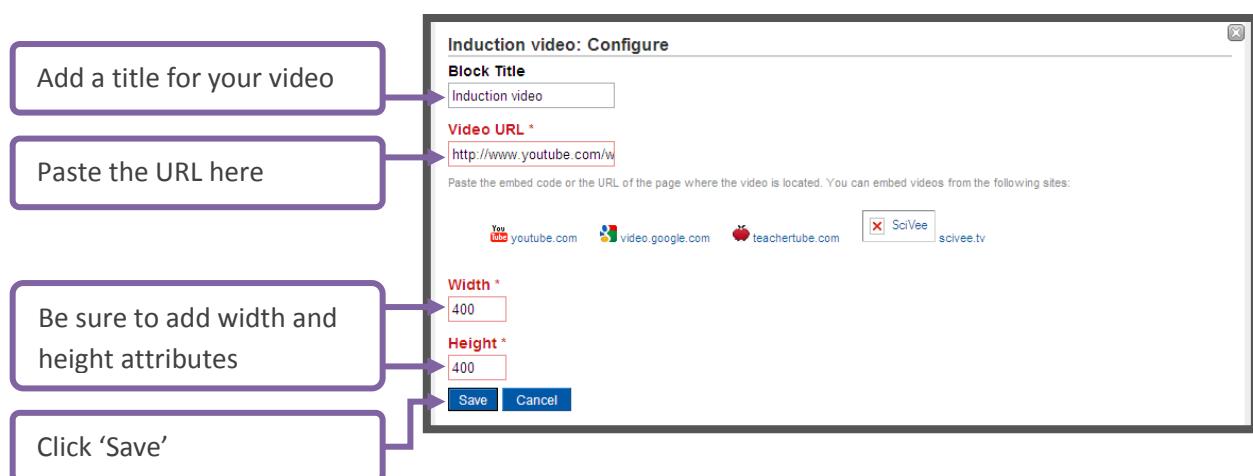
- ▶ Now copy the video URL;



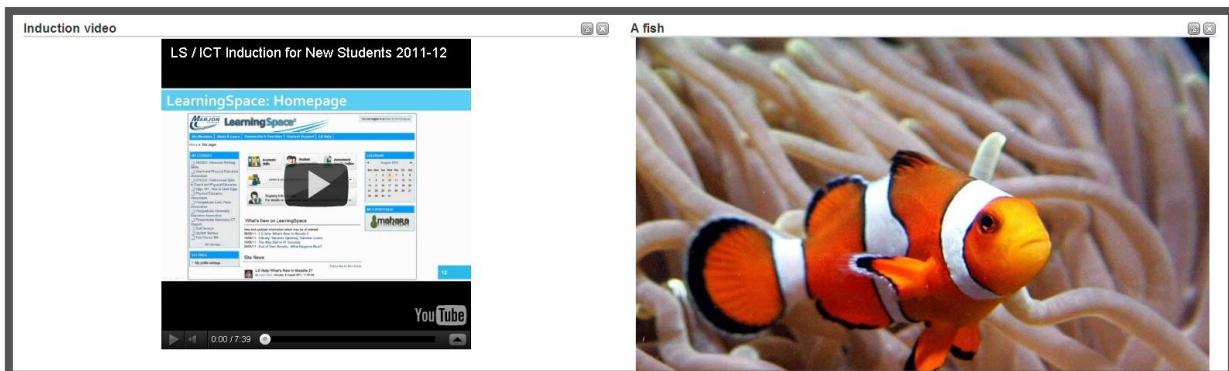
- ▶ Next you will need to go back to your Mahara page select the 'External content' tab and drag and drop the YouTube icon into your view;



- ▶ This is where you will need to paste the video URL;



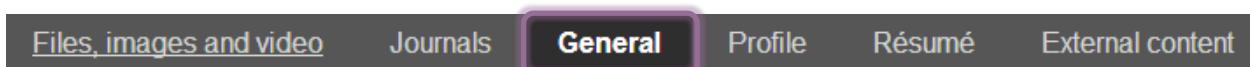
- ▶ And you will now see your video in your page;



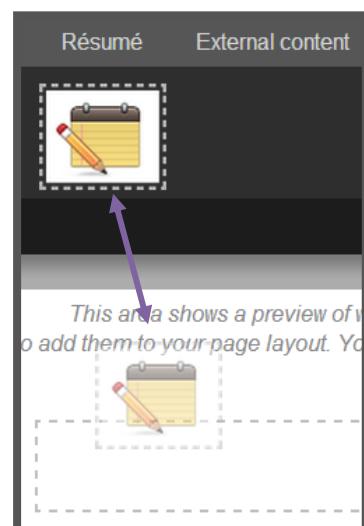
Adding a web link

If you want to add a hyper link in your e-Portfolio then this can be achieved by using the text box block.

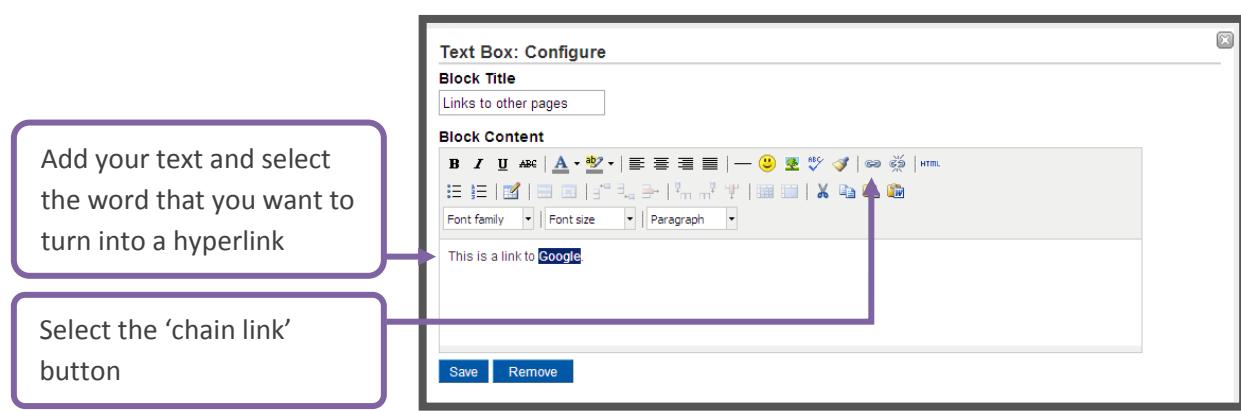
- ▶ Select 'General' from the tabs menu;

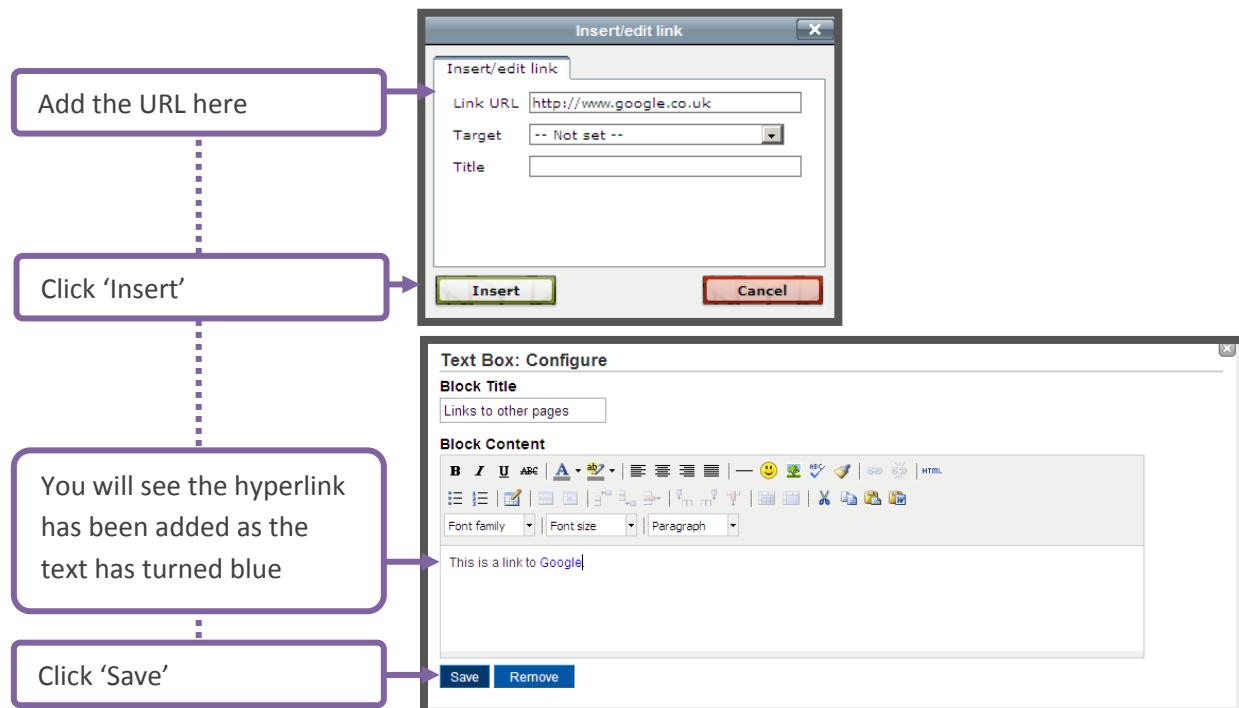


- ▶ Drag and drop the 'Text Box' icon into your view;

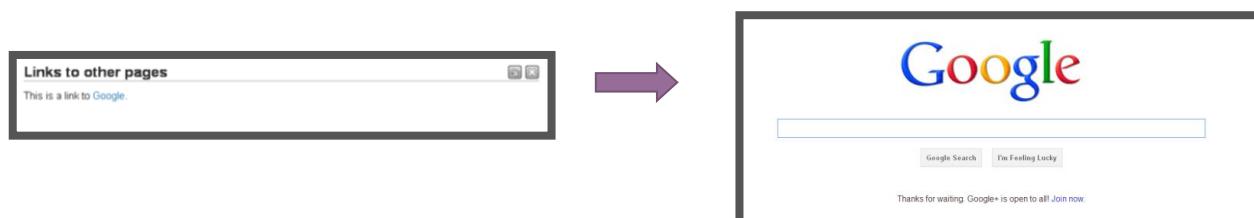


- ▶ Now give the block a title and follow these steps;





- ▶ Your hyperlink is now visible, you may want to click on it to make sure that it works;



Adding a journal to a page

The journal tool allows users to create posts using a WYSIWYG editor, attach files to posts, embed images into entries and configure whether or not comments may be received on their journal.

There are three options when choosing to add a journal to your e-Portfolio;



1. Display an entire journal

2. Display just one journal entry

3. Display the most recent entries

4. Display entries with a particular tag

- ▶ When you have decided which type of journal you would like to add, drag the icon onto your page;



- ▶ Now you need to add a few details;

Add a title

If you have previously created a blog then it will show in this list, click on the checkbox to select it

Enter the maximum number of posts that you want to show

Click 'Save'

Recent Journal Entries: Configure

Block Title
Emily's journal

Journals

[Browse](#) [Search](#)

Mark St John's Journal
This is my journal

Items to show
10

Save **Remove**

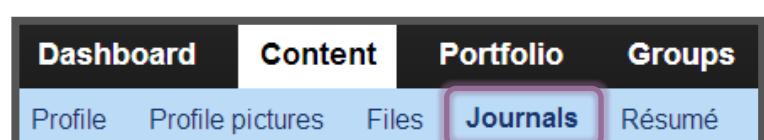
Creating a journal

If you do not already have a journal then you will need to create one;

- ▶ Go to the top of the screen and hover over the small triangle next to the Mahara logo, this will produce a mini menu, then click on 'Content';



- ▶ You will now be taken to the 'pages' screen, click on 'Journals' from the tabs menu;
- ▶ Next click on the **Create journal** button at the right of the screen.
- ▶ You can now give your journal a title and enter a description;
- ▶ Click on the **Create journal** button when you have finished.



New Journal: Journal Settings

Title *

e.g., "Jill's Nursing Practicum Journal".

Description

Tags

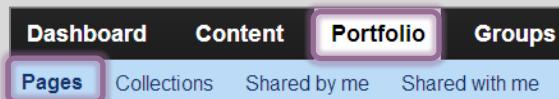
Show my tags

Enter comma separated tags for this item. Items tagged with 'profile' are displayed in your sidebar.

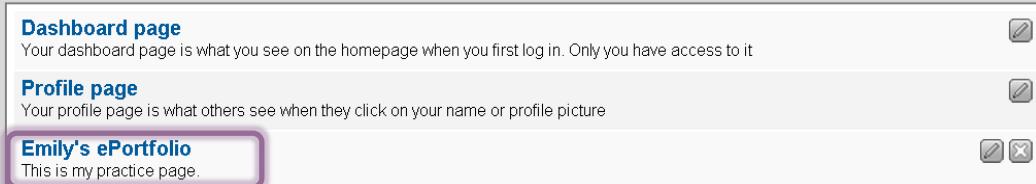
Create Journal **Cancel**

- ▶ The journal you have just created will now show up in your list of journals.

Note: To get back to your page so that you can add your new journal you will need to click on the 'Portfolio' link at the top of the screen, and then select the 'Pages' tab;



Now select the page that you want to continue editing;

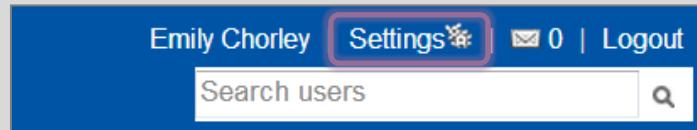


Dashboard page
Your dashboard page is what you see on the homepage when you first log in. Only you have access to it

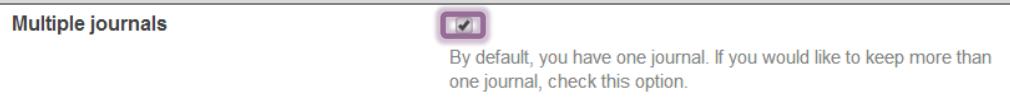
Profile page
Your profile page is what others see when they click on your name or profile picture

Emily's ePortfolio
This is my practice page.

Note: To enable multiple journals click on the 'settings' link at the top right of the page;



And then enable multiple journals by clicking the check box;

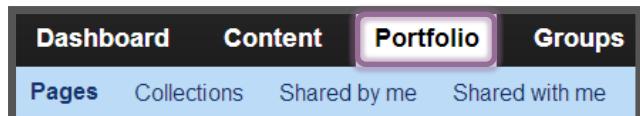


Multiple journals
By default, you have one journal. If you would like to keep more than one journal, check this option.

Copying a Page

Sometimes you may need to copy a page that has been created by someone else, to do this;

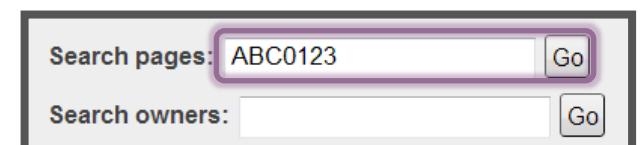
- ▶ Click on 'Portfolio';



- ▶ Click on 'Copy a Page';



- ▶ In the search box type in the page title and click 'Go';



- ▶ Scroll down to find the appropriate page and then click on the Copy Page button. This will display the page in your Mahara portfolio. (You can also use the search boxes to find a specific page).

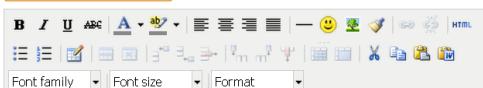
Collection title	Page name	Owner	
	(2013/2014) BEd Early Years - Year 2 (Template)	 Katherine Nissen (knissen)	<input type="button" value="Copy page"/>
	Access Denied Example Portfolio (Secondary)	 Joanna Carkett (jcarrett)	<input type="button" value="Copy page"/>
	APRH01: Accrediting and Building on Learning e-Portfolio	 Boo White (Juliet White - jwhite)	<input type="button" value="Copy page"/>

Note: Your new page should now be displayed. At the moment the view has a default name; you will need to change this to something more meaningful.

- ▶ Change the title of the page;

Edit Title and Description

Record of Year 1



Note: At the moment this page will be private, so only you can see it. However, you will need to share your page and select your tutor from the list.

Go back to the '[Sharing a Page](#)' section for steps to share your page with other users.

Further help

If you require any assistance please contact a member of the eLearning Team; LShelp@marjon.ac.uk